

COURSE OUTLINE

Decision Making & Leadership
Course Title

NU207
Dept. & Course No.

I. COURSE DESCRIPTION:

In addition to management of clients and their significant others using the nursing process. Introduces leadership and management concepts; incorporates time management, decision-making and delegation skills in the care of a small group of clients. These concepts are applied in NU 206.

II. SEMESTER CREDITS: 3

III. CONTACT HOURS PER WEEK:

<u> 3 </u>	<u> 0 </u>	<u> 3 </u>
Lecture	Lab	Total

IV. PREREQUISITE: NU106B with at least a "C" grade

V. STUDENT LEARNING OUTCOMES

VI. COURSE CONTENT:

At the completion of this course, the student will be able, with 65%, to

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| 1. Define the specific goals of a given health care unit and devise a plan for those goals to be met. | A. Strategic Planning |
| 2. State how the structure of an organization either facilitates or impedes communication, flexibility and job satisfaction. | B. Organizational Structure |
| 3. Be able to integrate leadership roles and management functions in time management. | C. Time Management |
| 4. Determine the number and types of personnel to meet and provide the organizations philosophy of care. | D. Staffing Needs/Employee Orientation. |
| 5. Establish favorable attitudes toward the work unit in new employees, providing them with the information necessary for success and instilling in them a feeling of belonging and acceptance. | E. Creating an Environment That Maximizes the Development of Human Potential |
| 6. Create a work environment where conflict can be used to foster growth, innovation and productivity. | F. Managing Conflict |

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| <ul style="list-style-type: none"> 7. Use the performance evaluation process to motivate employees and promote their professional growth. 8. Write a plan for creating a supportive and motivating work climate, addressing limit setting and discipline. 9. Discuss several alternatives for dealing with employees with various kind of special needs. 10. Demonstrate the personal development of a ‘culture of learning’ and formulate plans for continuing development of your staff. | <ul style="list-style-type: none"> G. Performance Appraisal H. Creating a Growth Producing Environment through Discipline I. Employees With Special Needs J. Career Development for Self and Those You Supervise |
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VII. MATERIALS AND EQUIPMENT:

Normal classroom supplies.

VIII. TEXT

Marquis, B. L. & Huston C. J. (2015). *Leadership roles and management functions in nursing: theory and application* (8th ed.). Philadelphia: PA, Lippincott.

IX. METHODS OF INSTRUCTION:

- 1. lecture
- 2. Discussion
- 3. Small group & individual projects

X. METHODS OF EVALUATION:

A. Quizzes	40%
Projects	20%
Midterm	20%
Final Exam	<u>20%</u>
	100%

Transmutation of letter-grade is as follows:

- 90 – 100 = A
- 80 – 89 = B
- 70 -79 = C
- 65 – 69 = D
- 0 - 64 = F

**Palau Community College
NU207 Decision Making & Leadership
Course Learning Outcomes**

During the course experience, the **course learning outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

Rating Scale:

4	=	Insightful
3	=	Proficient
2	=	Developing
1	=	Emerging

CLO #1: Students will be able to identify specific goals of a given health care unit.

4	Devises a plan to meet the goals of a given health care unit.
3	Identifies objectives to meet the goals of a given health care unit.
2	Lists goals of a given health care unit.
1	Recreates the planning hierarchy pyramid of a given health care unit.

CLO #2: Students will be able to illustrate how the structure of an assigned organization may facilitate or impedes communication, flexibility, or job satisfaction.

4	Assesses the strengths & weaknesses of a given organization structure.
3	Identifies characteristics of a given organization structure that facilitates communication, flexibility, or job satisfaction and those that impedes them.
2	Compares/contrasts each element of a given organization structure.
1	Recreates a detailed organizational chart of a given organization structure.

CLO #3: Students will be able to explain time management, leadership roles, & management functions.

4	Determines the number and types of personnel required to meet and provide the organization's philosophy of care.
3	Accomplishes leadership roles and performs management functions/tasks in timely and efficient manner.
2	Assumes leadership roles.
1	Performs management functions/tasks.

CLO #4: Students will be able to use the performance process, limit settings, discipline to motivate employees and promote their professional growth.

4	Distinguishes constructive from destructive discipline and explains the 4 steps of progressive discipline, and the 8 different types of appraisal tools.
3	Lists and explains 4 "hot stove rule".
2	Lists and explains 5 common coping methods used by managers when dealing with marginal employees.
1	Distinguishes "chronically impaired" employees from "marginal employees".

CLO #5: Students will be able to create a work environment that maximizes the development of human potential and also where conflict can be used to foster growth, innovation and productivity.

4	Identifies 6 common conflict resolutions and critiques each one.
3	Identifies own style of conflict management.
2	Distinguishes intrinsic from extrinsic motivation people take to satisfy unmet needs.
1	Recreates Maslow Hierarchy of Needs Pyramid.